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ABSTRACT

This manual sets forth the standards, criteria, and procedures used in the process of recognizing teacher education institutions and approving teacher education programs in Illinois. Section one provides a description of the recognition and approval process, while section two presents the standards for institutional recognition and the criteria for program approval to be used in assessing new and continuing institutions and programs. Eligibility and standards for consortium approval are also described in section two. Section three outlines the procedures for institutions wishing to be recognized as teacher education institutions. Section four is applicable to institutions seeking approval of an amended or new program and to institutions entering into new programs under a consortium arrangement. The final section describes the periodic review process for teacher education institutions in Illinois. (JD)

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A MANUAL OF PROCEDURES FOR APPROVING ILLINOIS TEACHER EDUCATION INSTITUTIONS AND PROGRAMS

Revised Edition/1980

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A MANUAL OF PROCEDURES FOR APPROVING ILLINOIS TEACHER EDUCATION INSTITUTIONS AND PROGRAMS

State Board of Education

Revised Edition, 1980

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INTRODUCTION

This Manual sets forth the standards, criteria, and procedures used in the process of recognizing teacher education institutions and approving teacher education programs.

Section I provides a description of the recognition and approval process, while Section II presents the standards for institutional recognition and the criteria for program approval to be used in assessing new and continuing institutions and programs. Eligibility and standards for consortium approval are also described in Section II.

Section III is applicable only to institutions that are not recognized as teacher education institutions, but which intend to undertake programs for the preparation of teachers. Section IV is applicable to institutions seeking approval of an amended or new program and to institutions entering into new programs under a consortium arrangement.

The Manual does not embrace a particular method of preparing teachers. Use of the term "objective," for example, is not intended to suggest that institutions are expected to use behavioral formats or terminology for reporting information. The Manual clearly recognizes the importance of institutional freedom in designing and operating teacher education programs.

This Manual is a reprint of Article VIII of the Rules and Regulations to Govern the Certification of Teachers.

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SECTION I

SYSTEM OF APPROVAL: LEVELS OF APPROVAL

Authority

The system of institutional recognition and program approval described in this regulation has been developed pursuant to Article 21, Section 21 of The School Code of Illinois. This statute authorizes the State Board of Education through the State Superintendent of Education, in consultation with the State Teacher Certification Board, to recognize institutions and approve courses of study in those institutions recognized for the preparation of teachers and school service, supervisory, and administrative personnel.

This system of recognition and approval is directly related to the process of certification of educational personnel which has been adopted by the General Assembly and the State Board of Education as administered by the Illinois Office of Education. The certification of educational personnel depends upon the process of institutional recognition and program approval which the Illinois Office of Education establishes and monitors.

Institutional Recognition and Program Approval

Institutional recognition and program approval bind together the preservice preparation of educational personnel and the granting of the appropriate certificate and endorsements. Under this system, the judgments concerning individuals in the process of certification are shared by the institutions and the State. The recommendation of recognized institutions that a candidate be certificated is accepted by the Illinois Office of Education as verification that the candidate has satisfactorily completed all requirements of the certification statutes and relevant rules and regulations and has successfully completed an approved program leading to the certification and endorsement for which the candidate is recommended.

Institutional Recognition and Program Approval

It is the responsibility of institutions to demonstrate compliance with applicable statutes and the requirements set forth herein. Evidence that these requirements are not adhered to shall lead to either provisional, or denial of, approval for the program(s) that are not in compliance and to the institution being placed on provisional recognition for a period not to exceed three years after which, if a state of noncompliance persists, recognition may be withdrawn.

Deviation from requirements set forth herein is allowable only with the prior approval of the State Superintendent of Education in consultation with the State Teacher Certification Board. Institutional requests for deviation from requirements will be permitted when 1) a specific need for the proposed program deviation is established; 2) minimum statutory requirements are met; and 3) the program, while deviating from existing rules, provides adequate and defensible preparation.

I. Conditions Requiring Recognition and Approval

A. Institutional Recognition is required:

1. When an institution, which is not recognized, intends to conduct approved teacher education programs; and

2. Every ten years after initial recognition.

B. Program Approval is required:

1. When an institution proposes to conduct a program not currently approved;

2. When an institution significantly modifies the content, experiences, sequence or procedures of a program; and

3. At the time of the tenth-year periodic reviews.

C. Consortium Approval is required:

1. When two or more institutions enter into agreements to provide educational services in connection with a teacher education program; and

2. Every ten years.

II. Levels of Recognition and Approval

A. Initial Recognition as a teacher education institution

When an institution not having recognition intends to conduct approved teacher education programs, the State Superintendent of Education, in consultation with the State Teacher Certification Board, may take one of the following actions:

1. Grant recognition which authorizes the institution to recommend candidates for certification by entitlement and conduct approved teacher education programs for ten years; this approval is conditional upon submission of an acceptable fifth-year periodic review report;

2. Grant provisional recognition which authorizes the institution to conduct approved teacher education programs and recommend candidates by entitlement under conditions and limitations stipulated by the State Superintendent of Education, in consultation with the State Teacher Certification Board; or

3. Deny recognition and prohibit the institution from conducting teacher education programs.

B. New or Modified Program

When an institution proposes to sponsor a new program or to modify an approved program significantly, the State Superintendent of Education, in consultation with the State Teacher Certification Board, may take one of the following actions:

1. Grant approval which authorizes the institution to conduct the proposed or modified program for ten years; this approval is conditional upon submission of an acceptable fifth-year periodic review report;

2. Grant provisional approval which authorizes the institution to conduct the proposed or modified program under stipulated conditions and limitations; or

3. Deny approval of the proposed or modified program.

III. Tenth and Fifth-Year Periodic Review

A. Tenth-Year Periodic Review

Subsequent to completion of a tenth-year periodic review, the State Superintendent of Education, in consultation with the State Teacher Certification Board, may take one or more of the following actions:

1. Grant recognition to the institution and its approved programs authorizing the institution to conduct approved programs for ten years. Recognition and approval are conditional upon submission of an acceptable fifth-year periodic review report;

2. Grant provisional recognition to the institution or provisional approval of one or more of the programs conducted by the institution. Provisional recognition of the institution authorizes the institution to continue to conduct approved programs under stipulated conditions and limitations. Provisional approval of a program authorizes the institution to conduct the program under stipulated conditions and limitations; or

3. Deny recognition of the institution or approval of one or more of the programs conducted by the institution. Denial of recognition of the institution prohibits the institution from conducting approved programs. Evidence that an institution is conducting its teacher education programs in violation of Illinois Statutes governing the education and certification of educational personnel will lead to immediate denial of recognition of the institution. In other instances, denial of recognition will become effective within a period of two years with the date specified by the State Superintendent of Education, in consultation with the State Teacher Certification Board.

B. Fifth-Year Periodic Review Reports

1. If an institution fails without adequate cause to submit an acceptable fifth-year report by May 1 of the fifth year subsequent to its having been granted recognition and approval, the State Superintendent of Education, in consultation with the State Teacher Certification Board, may withdraw recognition of the institution or approval of one or more of its programs.

2. Fifth-year periodic reports will be reviewed by the State Superintendent of Education, in consultation with the State Teacher Certification Board, which will note acceptance of the report and any deficiencies that should be remedied prior to the next tenth-year periodic review.

IV. Conditions for Awarding Recognition and Approval Status

The State Superintendent of Education, in consultation with the State Teacher Certification Board, may grant or deny recognition or approval under the following stipulated conditions:

A. Recognition or approval may be granted only when the institution or program complies sufficiently with the criteria presented in Section II;

B. Provisional recognition or approval may be granted only when an institution or a program does not comply sufficiently with one or more of the criteria presented in Section II, but provides evidence of plans and resources to comply sufficiently within a period not to exceed three years. Provisional recognition or approval may not be granted in the absence of notifying the institution of the stipulated conditions and limitations imposed upon it or a program; or

C. Recognition or approval may be denied only when an institution or a program does not comply sufficiently with the standards and criteria for approval presented in Section II. Recognition or approval may not be denied in the absence of notifying the institution of the reason(s) for denial.

V. Voluntary Request for Withdrawal of Recognition or Approval

Any institution voluntarily wishing to have recognition of the institution or approval of a program withdrawn shall notify the Secretary of the State Teacher Certification Board in writing of its desire and will request appropriate action by the State Superintendent of Education, in consultation with the State Teacher Certification Board.

VI. Use of Recognition and Approved Status in Institutional Publications

An institution shall indicate in its publications, including its catalogs:

A. The last date on which the institution was recognized and its programs were approved;

B. Such programs that may be pending approval; and

C. Those programs that are not approved.

VII. Institutional Eligibility for Initial Recognition under this Manual

A. The institution is approved as a degree-granting institution, if the institution is subject to provisions of Chapter 144 of The School Code of Illinois.

B. The institution sponsors a course of study leading to an appropriate baccalaureate or higher degree and awards the degree; and

C. The institution proposes to conduct at least one approved teacher education program.

VIII. Institutional Appeals Procedure

Cause: Any institution that has formally requested recognition or approval of a program, and the State Teacher Certification Board or the State Superintendent of Education, or both, has recommended, or granted, provisional recognition or approval or has recommended denial, or has denied, recognition or approval may appeal such actions.

Notice: An aggrieved institution shall file notice of appeal within thirty (30) days after receiving notification of a Board recommendation or within thirty (30) days after receiving notification of action by the State Superintendent of Education. Notices of appeal shall be filed through the United States mail service with the Secretary of the State Teacher Certification Board.

Preliminary Hearing: Upon receipt of notification, the Secretary will designate, after consultation with the aggrieved institution, a hearing officer who will at the expense of the State Board of Education conduct a preliminary hearing to determine if substantive grounds for appeal exist. Such grounds will be limited to:

A. Alleged incompetence of visitation team;

B. Alleged gross misinterpretation of evidence supplied by the institution; or

C. Alleged arbitrary or capricious action on the part of the State Superintendent of Education or the State Teacher Certification Board.

The hearing officer will, after reviewing evidence emerging from the hearing, recommend to the State Superintendent of Education:

A. That an appeal be granted; or

B. That an appeal be denied.

When Appeal is Granted: The appeal will be heard within sixty (60) days after the hearing officer has presented his recommendation for granting appeal. This hearing shall be limited to the scope of the grievances as delimited by the hearing officer. Evidence of program or institutional changes subsequent to action of the State Superintendent of Education or the State Teacher Certification Board will not be admissible. Either the State Superintendent or the Board, subsequent to the hearing, may recommend or grant approval, provisional recognition or approval, or deny recognition or approval.

Costs: All costs for preliminary hearings and any appeals hearing, except those incurred by the institution, shall be borne by the Illinois Office of Education.

Counsel: At all times, the institution, the State Superintendent of Education, or the Board may elect to be represented by an attorney.

NOTE: After exhaustion of the appeals process, institutions may seek remedy under the Administrative Review Act.

SECTION II

STANDARDS AND CRITERIA FOR INSTITUTIONAL
RECOGNITION AND PROGRAM APPROVAL

Standards for Recognition of Institutions

Only those institutions that evidence and subsequently maintain sufficient compliance with the following standards will be recognized as teacher education institutions.

A. Institutional Support for Teacher Education Programs

These standards measure the institution's commitment to sponsoring teacher education programs and its capability to fulfill that commitment for the period of recognition.

Standard 1. The institution has articulated a statement of its mission or goals, and the mission or goals include and are consistent with the sponsoring of teacher education programs.

Standard 2. The institution evidences continuing availability and commitment of fiscal, human, and other resources adequate to conduct approved teacher education programs.

Standard 3. The institution has developed and maintains an administrative and policy-development structure that provides the capability to undertake the coordinating, planning, and evaluative processes necessary to the conduct of teacher education programs.

Standard 4. The institution presents documentation of the need for its programs which includes an analysis of the available supply of teachers in the subject matter field and/or grade level being proposed.

B. Admissions, Retention, and Recommendation for Certification

The standards under this heading require evidence that the institution has established criteria and procedures for admission, retention, and recommendation for certification. These criteria and procedures must be neutral with respect to personal characteristics or background that are irrelevant to successful completion of a program and anticipated success in a certificated role in Illinois public schools.

Standard 5. The institution follows written procedures for admitting students to the institution and teacher preparation programs and undertakes continuous evaluation for retention in the institution and in the program. Such procedures

shall minimally include the requirements set forth in Article 21-1, Qualification of Teachers, of The School Code of Illinois.

Standard 6. The institution has established and implemented procedures for assessing the candidate's abilities acquired prior to admission to the program and for planning the candidate's program in light of that assessment. A candidate evidencing appropriate or required knowledge, skills, and attitudes may qualify for advanced placement or credit by successfully completing appropriate examinations or other assessment procedures as presented by a recognized institution.

Standard 7. The institution has not established and does not follow policies or procedures that intentionally or unintentionally discriminate on the basis of race, color, national origin, or irrelevant physical conditions. A coeducational institution has not established or does not follow policies or procedures that intentionally or unintentionally discriminate on the basis of sex.

Standard 8. The institution provides teacher education candidates with a written copy of students' responsibilities, rights, and procedures for enforcing those responsibilities and rights. Causes for grievances shall include, but not be limited to, arbitrary or capricious institutional behavior in regard to:

a. Admission to a teacher education program;

b. Admission to the student teaching program or other clinical experience;

c. Dismissal from the institution or the teacher education program, including clinical or student teaching experiences;

d. Evaluation of the candidate's performance in courses, clinical or student teaching settings, or any other regularly provided or required activity having a direct bearing on the candidate's being recommended for certification or for employment; or

e. Failure to recommend the candidate for certification, when required, in a timely fashion.

Such procedures shall allow students to be represented by an attorney.

Standard 9. The institution provides evidence of systematic advising or counseling services designed to identify potential teacher education candidates and to provide advice and counsel to those considering enrolling or already admitted into teacher education programs. Such advising will provide reliable information based on the institution's past experience concerning prospects for employment in the candidate's chosen field.

Standard 10. The institution has established written procedures and criteria for determining whether a candidate will be recommended for certification by entitlement.

C. General Features of Teacher Education Programs

These standards assess the institution's general capability to sponsor teacher education programs and its commitment to designing and redesigning teacher education programs responsive to the needs of public education in the State of Illinois.

Standard 11. The institution provides, under its control or by contractual arrangement with other approved postsecondary institutions, programs offering balanced and interrelated learning experiences.

a. In the humanities, social sciences, and the natural sciences;

b. In a subject area(s) taught in Illinois public schools or necessary for preparation to assume supervisory, school service, or administrative roles in Illinois public schools; and

c. In professional studies and experiences, including clinical experiences in school or community settings throughout the preparation period.

(1) Institutions must enter into written agreements with authorities in charge of clinical sites. These agreements must describe the responsibilities of the candidate, the institution, and the clinical site.

(2) All clinical experiences must be supervised by qualified personnel.

(3) Student teaching must be conducted under close and competent supervision. The institution must insure that the system of supervision generates enough valid documentation and evidence that a decision regarding a candidate's success, or lack of success, can be made and defended.

Standard 12. The institution has established a continuous process for the evaluation of its teacher education programs and graduates. Evidence that the results of this evaluation, together with consultation with school personnel and community persons and groups, are used in the development of new programs or modification of existing programs shall be presented.

Criteria for Approval of Programs

Only those programs evidencing sufficient compliance with the following criteria will be approved. The term "program" refers to a structured sequence of learning activities and experiences that is designed to lead to a specific certificate and endorsement.

A. Relationship of Program to Public School Needs

These criteria measure a specific program's relationship to the needs of public schools generally and those of Illinois public schools in particular.

Criterion 1. The program provides for acquisition of knowledge, attitudes, and skills necessary for effective performance in specific teaching, supervising, school service or administrative roles.

Criterion 2. The program is a carefully planned set of experiences designed to develop the capacities and abilities that have been identified as a result of attention to public school needs.

Criterion 3. The program provides evidence that its faculties have the opportunity to participate directly in elementary and secondary school programs or community service programs and that educational personnel working in the elementary and secondary schools have opportunity to participate directly in the program in a role other than that of a student.

B. The Design of the Program

These criteria require that a program for the preparation of educational personnel demonstrate coherence and integrity.

Criterion 4. The program has a rationale and related set of objectives which describe the intent of the program and which enable evaluation of it.

Criterion 5. The program includes study of theoretical formulations of learning processes and their pedagogical implications, with emphasis on those implications for the candidate's specialization.

Criterion 6. The program provides learning experiences enabling the candidate to become aware of and responsive to the varied educational needs of students.

Criterion 7. The program provides systematic procedures for evaluating the candidate's ability to teach, supervise, or administer.

Criterion 8. The program provides for continuous evaluation, including evaluation of current students and graduates, and for program modifications based on evaluation.

Criterion 9. The program provides a sound basis for continued study and acquisition of knowledge and skills.

C. Program Resources

These criteria require evidence that sufficient resources are allocated to support the program to insure its being conducted as described.

Criterion 10. The program is supported by adequate and sufficient faculty, instructional resources, and clinical settings.

Criterion 11. The program has and is attracting, or is realistically expected to attract, sufficient students to enable adequate evaluation of the program.

Eligibility and Standards for Approval of Consortium Programs.

A. A consortium among recognized teacher education institutions in which one or more have an approved program(s) in the area(s) in which the consortium wishes to sponsor programs will be approved upon meeting the following standards:

1. The institution at which the student is enrolled as a teacher education candidate awards the degree and recommends certification.

2. The consortial arrangements are set forth in a written agreement between or among participating institutions with assurance that students enrolled in the consortium-sponsored program should the institution agree to cease consortial efforts will be able to finish the program in timely fashion.

3. The consortial program is the same, or virtually the same, as the approved program.

B. A consortium among recognized teacher education institutions in which none of the institutions has an approved program in the proposed area(s) will be approved upon meeting the following standards:

1. The institution at which the student is enrolled as a teacher education candidate awards the appropriate degree and recommends certification.

2. The proposed program(s) meet(s) the criteria for programs presented heretofore.

3. There exists a written agreement specifying the arrangements for the conduct of the consortium and program and the agreement provides that students enrolled in the program(s) will be allowed to complete the program(s) in timely fashion should the consortium be disbanded.

C. A consortium among a recognized teacher education institution(s) and another approved post-secondary educational institution(s) or organization(s) not recognized for purposes of teacher education will be approved upon meeting the following standards:

1. The degree and recommendation for certification are issued by a recognized teacher education institution.

2. The proposed program(s) meet(s) the criteria for approval of programs presented heretofore.

3. The nonrecognized institution or organization has been approved under applicable provisions of Chapter 144 of The School Code of Illinois.

4. There exists a legally enforceable agreement or contract between and among consortial participants describing arrangements, responsibilities, and financing of consortial operations and assuring that students enrolled in the program(s) will be allowed to complete the program in timely fashion.

SECTION III

Procedures For Initial Recognition As A Teacher Education Institution

The following procedures outline, in chronological order, the steps to be followed when an institution seeks recognition as a teacher education institution.

A. The chief executive officer of the institution shall notify the Secretary of State Teacher Certification Board in writing of the institution's intent to seek recognition as a teacher education institution.

B. Upon receipt of the institution's notice, the Secretary shall notify appropriate staff in the Illinois Office of Education.

C. Illinois Office of Education staff will be assigned to provide assistance to the institution as it prepares the documentation required to demonstrate sufficient compliance with standards for institutional recognition.

D. Twenty (20) copies of this documentation are to be supplied by the institution to the Secretary of the State Teacher Certification Board.

E. The Illinois Office of Education will arrange for a team to visit the institution with expenses of the team borne by the Office of Education.

F. Illinois Office of Education staff will prepare a report based on the institution's documentation and the visitation which will be transmitted to the Secretary of the State Teacher Certification Board.

G. After receiving a request for consideration from the chief executive officer of the institution, the Secretary will review this report and file a recommendation for appropriate action with the State Teacher Certification Board.

H. The State Teacher Certification Board will make one of the following recommendations to the State Superintendent of Education:

   1. To grant recognition;

   2. To grant provisional recognition; or

   3. To deny recognition.

I. The State Superintendent of Education will review the State Teacher Certification Board's recommendation and will notify the chief executive officer regarding the recognition granted or denied.

SECTION IV

Procedures For Approval Of New Or Modified Teacher Education Programs and Consortia

Institutions must present a completed proposal for a new or amended program six months before planned implementation of the program.

Approval for a modified program must be sought when substantive, but not nominal, modifications in content, experiences, sequence, or procedures of an already approved program are proposed.

Notice of nominal modifications shall be provided to the Secretary of the State Teacher Certification Board.

The following procedures shall be followed in seeking approval of a new or amended program:

A. The institution's designated chief educational officer shall notify the Secretary of the State Teacher Certification Board, in writing, of the institution's intent to seek approval of a teacher education program or substantive modification of a currently approved program.

B. Upon receipt of the institution's notice, the Secretary shall notify appropriate Illinois Office of Education staff of the institution's intent.

C. An Illinois Office of Education staff member will be assigned to provide assistance to the institution as it develops the documentation required to demonstrate sufficient compliance with criteria for program approval.

D. Twenty (20) copies of this documentation shall be transmitted to the Secretary of the State Teacher Certification Board.

E. Illinois Office of Education staff will transmit a report of its findings, based on the institution's documentation, which will be transmitted to the Secretary of the State Teacher Certification Board.

F. After receiving a request for consideration from the institution's designated officer, the Secretary will review this report and file a recommendation for appropriate action with the State Teacher Certification Board.

G. The State Teacher Certification Board will make one of the following recommendations to the State Superintendent of Education:

   1. To grant approval;

   2. To grant provisional approval; or

   3. To deny approval.

H. The State Superintendent of Education will review the State Teacher Certification Board's recommendation and will notify the institution's designated officer regarding approval granted or denied.

The following procedures outline in chronological order the steps to be followed when approval for a consortium is sought:

A. An officer of a recognized teacher education institution designated by the participants in the consortium shall notify the Secretary of the State Teacher Certification Board, in writing, of the consortium's intent to seek approval of a consortially sponsored program.

B. Upon receipt of notice, the Secretary shall notify appropriate Illinois Office of Education staff of the institution's intent.

C. An Illinois Office of Education staff member will be assigned to provide assistance to the institution as it develops the documentation required to demonstrate sufficient compliance with criteria for program and consortial approval.

D. Twenty (20) copies of this documentation are to be supplied by the consortium and shall be transmitted to the Secretary of the State Teacher Certification Board.

E. If deemed necessary, the Illinois Office of Education will arrange for a team to visit the consortial institutions with expenses of the team borne by that office.

F. Illinois Office of Education staff will transmit a report of its findings, based on the documentation and any visitation, to the Secretary of the State Teacher Certification Board.

G. The Secretary will review this report and file his recommendation for appropriate action with the State Teacher Certification Board.

H. The State Teacher Certification Board will make one of the following recommendations to the State Superintendent of Education:

1. To grant approval;

2. To grant provisional approval; or

3. To deny approval.

I. The State Superintendent of Education will review the State Teacher Certification Board's recommendation and will notify the designated officer regarding the kind of approval granted or denied.

(Note: Institutions qualifying solely under Section II, Eligibility and Standards for Approval of Consortia, Category I, need not apply under a separate approval process, but must notify the Secretary of the State Teacher Certification Board, in writing.)

SECTION V

The Periodic Review Process

Each recognized teacher education institution in the State of Illinois will be reviewed at least once every ten years (the Tenth-Year Periodic Reviews). At a point midway between Tenth-Year Reviews, each teacher education institution will file a report describing existing teacher education programs (the Fifth-Year Report).

Procedures: The Tenth-Year Review

A. The Secretary of the State Teacher Certification Board will notify institutions of pending Tenth-Year Reviews. Such notification shall be given at least one academic year in advance of scheduled visits. The institution will be asked to identify acceptable dates within a ten-week span.

B. After a visitation date has been established, a liaison representative of the Illinois Office of Education will be appointed to provide assistance to the institution as it prepares for the Tenth-Year Review.

C. The institution will prepare a self-study report with the assistance of the liaison representative. Copies of this report will be delivered to the Illinois Office of Education.

D. A chairperson for the Tenth-Year Review will be appointed by the Secretary of the State Teacher Certification Board. The chairperson will then select individuals to serve on the team visiting the institution.

E. The team will visit the institution. In most cases, the visit will last three days. All expenses of the visiting team will be paid by the Illinois Office of Education. The team will assess the institution and its programs in terms of the institutional standards and program criteria found in Section II of this Manual.

F. Using the reports submitted by team members, the chairperson will compile a team report. The report will be submitted to individual team members and the institution for validation of the accuracy of the report. Team members and the institution will provide any corrections of the team chairman within a reasonable period of time.

G. A fully validated report will serve as a basis for recommendations to be made to the State Teacher Certification Board. In all cases, the institution will be provided a copy of the final draft of the team report along with any recommendation made.

H. The State Teacher Certification Board will review the institutional self-study report, the validated team report, and any recommendations presented by the Illinois Office of Education staff. A representative of the institution is encouraged to be present at the time the results

of the Tenth-Year Review are considered by the Board. The State Teacher Certification Board will recommend action to the State Superintendent of Education, which will notify the designated institutional officer of its action.

Procedures: The Fifth-Year Report

A. The Secretary of the State Teacher Certification Board will notify each institution of its responsibility for filing a Fifth-Year Report at least one academic year prior to the date on which the report is due. A liaison representative will be appointed by the Secretary to provide assistance to the institution as it prepares the Fifth-Year Report.

B. The institution will prepare the Fifth-Year Report with the assistance of a liaison representative. Copies will be delivered to the Illinois Office of Education.

C. After the report has been submitted, the Illinois Office of Education staff will file an analysis of the programs presented in the Fifth-Year Report with the State Teacher Certification Board.

D. The State Superintendent of Education, in consultation with the State Teacher Certification Board, will consider acceptance of the report and any deficiencies that should be remedied prior to the next periodic review. Institutions will be notified of the action by the State Superintendent of Education.